

**Standard Operating Procedures**  
**Career Senior Executive Service Members**

1. OHR receives request to begin recruitment for career SES position.
2. OHR verifies that there is an existing SES allocation for the recruitment; and verifies that the Position Description (PD) is current. If the PD is not current, OHR works with requesting office and Terri Cruz to update PD.
3. The Recruitment Strategy Form (RSF) is completed and signed by requesting agency official. The RSF should include the area of consideration (government-wide or all sources), the open period (14, 21 or 30 days), and the panel review members. The agency typically promotes advertising all sources for 30 days.
4. A Request for Eligible (SF-52) is initiated by requesting office.
5. OHR prepares the draft vacancy announcement and assessment questionnaire in USASTAFFING.
6. OHR submits the draft vacancy announcement via an USASTAFFING link to the requesting agency official and/or designee for review before posting.
7. Upon approval to post, OHR releases vacancy announcement to USAJOBS.gov, and sends Notice of Vacancy email to all NLRB employees.
8. Before the vacancy announcement closes, OHR prepares an email to send to panel review members notifying them that they have been selected to serve on the panel. Availability to convene the panel is also requested at this time.
9. Once a date has been set for the panel review, a calendar invitation is sent to the panel members to secure the date and time on their calendar. A conference room is also scheduled at this time.
10. OHR conducts qualifications analyses of applications. All minimally qualified applicants (those that submitted the required documentation per the vacancy announcement) are referred to the panel.
11. Panel convenes. Based upon the panel's scoring, OHR issues the certificate of the best qualified candidates to the selecting official and/or designee via USASTAFFING.
12. The selecting official and/or designee(s) conduct the interviews. OHR is not involved in the interview process.
13. The selecting official makes a decision and annotates their selection on the certificate via USASTAFFING and returns certificate to OHR.
14. If a selection is made, OHR is notified of selection and contacts the selectee.
15. OHR sends notice of disposition notices to applicants in USASTAFFING notifying them that they have been selected or not selected.
16. If the candidate is QRB certified, refer to step 21. If the candidate is not QRB-certified, refer to step 17.
17. OHR reviews the candidate's submitted ECQ narrative and provides written recommendations for QRB submission and approval.

18. Candidate submits final/revised ECQ narrative to OHR for submission by the requested deadline. OHR has 90 working days from the closing date of the announcement to submit the application package to OPM for QRB certification. Extensions may be granted upon extenuating circumstances.
19. OHR submits completed package to OPM via the ESCS system. A completed application package for a Criterion A submission consists of the vacancy announcement, resume, and ECQ narrative. A completed application package for a Criterion C submission consists of the vacancy announcement, resume, ECQ narrative, IDP, reference letter, and letter of recommendation.
20. The QRB will render a decision (approval, disapproval, or rewrite).
21. If approved, OHR issues a tentative offer letter contingent upon Security.
22. Once cleared by Security, OHR contacts the losing agency for SF-75 information and a release date.
23. Once an effective date has been coordinated, OHR issues a firm offer letter.
24. OHR sends the candidate onboarding forms through the WTTS Onboarding System. Employee has until the first Friday of the pay period to complete.
25. Candidate is added on Employment Solution's New Hire List. Candidate will join the New Employee Orientation hosted by Employment Solutions.
26. OHR completes e-VERIFY within 3 business days of employee coming onboard.

**\*Please note that this is not an all-inclusive listing of career SES recruiting procedures.\***


Dated October 30, 2018

## **Standard Operating Procedures**

### **Non Career Senior Executive Service Members**

1. Every four years, just after the Presidential election, the United States Government Policy and Supporting Positions, commonly known as the Plum Book, is published, alternately, by the Senate and the House. The Plum Book is used to identify presidentially appointed positions within the Federal Government.
2. The Appointing Authority, Chairman and General Counsel, review the Plum Book and identify candidates for vacant positions. Once a candidate has been selected, the Appointing Authority notifies DofA and OHR.
3. OHR review the candidate's application package (resume, salary history). The last previous rate and qualifications of candidate requested for position are verified and confirmed.
4. OHR prepares a 1019 for Schedule C appointees (GS-15 and below) and prepares a 1652 for Non Career SES. The 1019 and 1652 forms are prepared in ESCS.
5. OHR receives the Chairman's signature on the applicable 1019 or 1652 form.
6. OHR uploads the signed 1019 or 1652 form in ESCS for processing.
7. Once the 1019 or 1652 has been approved, OHR is notified via email.
8. OHR contacts PPO for approval (Justin Bis is POC).
9. Once PPO approves, OHR contacts the Appointing Authority for effective date.
10. OHR notifies candidate of approval and next steps.
11. OHR sends the candidate onboarding forms through the WTTS Onboarding System. Employee has until the first Friday of the pay period to complete. If employee starts during the middle of the pay period, forms are due the next business day.
12. Candidate is added on Employment Solution's New Hire List. If the effective date is at the beginning of the pay period, candidate will join the New Employee Orientation hosted by Employment Solutions. If the effective date is not at the beginning of the pay period, OHR will conduct a brief orientation and swearing-in session, and candidate will participate in the next available New Employee Orientation hosted by Employment Solutions.
13. OHR completes e-VERIFY within 3 business days of employee coming onboard.

Dated October 30, 2018

	<b>UNITED STATES GOVERNMENT</b> <i>National Labor Relations Board</i> <b>Office of Human Resources</b> <b>Standard Operating Procedure</b>	Effective Date: 10/12/2022	
		Review Date:	Original
<b>Position Classification Process</b>			
Type of Process	<input checked="" type="checkbox"/> Internal Procedure <input type="checkbox"/> External Procedure		
Approver Name:			Director Signature:
Author Name: Yolanda Dubose			

## 1. Purpose and Scope

The purpose of this Standard Operating Procedure (SOP) is to establish a uniform process for employees in the Office of Human Resources (OHR) responsible for classifying position descriptions to use when developing new and/or updating existing position descriptions (PD). This process identifies the steps to undertake, and the organizational collaborations involved to complete the full life cycle. The position classification review process is created as a systemic process for ensuring assigned duties and responsibilities are assigned the correct pay plan, series, title, and grade. The position classification process analyzes the duties and responsibilities assigned by management in comparison to the position classification standards and classification guides issued by the U.S. Office of Personnel Management (OPM). This SOP outlines the responsibility and steps for supervisors/hiring managers, and OHR in requesting OHR to develop a new position description or to conduct a position classification review in accordance with internal review time frame of every three years. In addition, PD development and/or updates may be initiated by a supervisor or hiring manager at his/her discretion. Additionally, this SOP covers the classification life cycle which includes interdependencies with multiple entities within NLRB.

## 2. Authority

OPM provides detailed regulations and guidance on position classification. The classification standards program for positions in the General Schedule was established by the Classification Act of 1949, which has been codified in chapter 51 of title 5, United States Code. The Introduction to the Position Classification Standards provides background information and guidance regarding the classification standards for work and it describes the fundamental policies which federal managers, supervisors, and human resources specialists need to understand in using classification standards to determine the series, titles, and grades of positions. The OPM's The Classifier's Handbook provides material and guidance to give background information, general concepts, and technical guidance that will aid those who classify positions in selecting, interpreting, and applying Office of Personnel Management (OPM) classification standards.

## 3. Definitions

**Bargaining Unit (BU):** A bargaining unit, is a group of employees with a clear and identifiable interests who are (under U.S. law) represented by a single labor union in collective bargaining and other dealings with management.

**Collective Bargaining Agreement (CBA):** Agreement to advance the mission of the National Labor Relations Board and the well-being of its employees covered by bargaining units.

**Classification Team (Class):** Group of Human Resources Specialists within NLRB OHR responsible for the human resources functions responsible for classification functions.

**Employment Solutions (ES):** Division within NLRB OHR with Human Resources Specialists responsible for the human resources functions of staffing/recruitment and placement.

**General Schedule:** The broadest subdivision of the classification system covered by title 5. It includes a range of levels of difficulty and responsibility for covered positions from grades GS-1 to GS-15. It is designated by "GS" for supervisory and nonsupervisory positions at all of these grade levels. (Most positions above grade GS-15 are included in the Senior Executive Service (SES) which is outside the General Schedule.)

**Grade:** The numerical designation, GS-1 through GS-15, which identifies the range of difficulty and responsibility, and level of qualification requirements of positions included in the General Schedule.

**Major Duties:** A statement of the important, regular, and recurring duties and responsibilities assigned to the position.

**Position:** The duties and responsibilities which make up the work performed by an employee.

**Position Description:** Commonly called the "PD", the official description of management's assignment of duties, responsibilities, and supervisory relationships to a position.

**Classification Standard:** Issued by OPM to relate the grade level definitions in title 5 to specific work situations and thereby provide the basis for assigning each position the appropriate title, series, and grade.

**Optional Form-8:** Commonly called the OF-8/PD This form serves as the PD coversheet. It is a form developed by a Federal agency for use in two or more agencies and approved by GSA for non-mandatory Government-wide use.

**Position Designation:** Classified position descriptions are assessed by the Security Team to determine the position designation. A code is provided that identifies the position's level of security.

**Position Designation Record:** Commonly called "PDR"; The document received from the Security Team after each position in the Federal service is evaluated that identifies the position sensitivity designation commensurate with the responsibilities and assignments of the position as they relate to the impact on the national security. The sensitivity assessed corresponds to a specific code which is inserted on the Optional Form-8.

**Series:** A subdivision of an occupational group consisting of positions similar as to specialized line of work and qualification requirements. Series are designated by a title and number such as the Accounting Series, GS-0510; the Secretary Series, GS-0318; the Microbiology Series, GS-0403.

**Supervisor:** Commonly called a Hiring Manager/Manager; An individual employed by the Service having authority in the interest of the Service to hire, direct, assign, promote, reward, transfer,

furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, or to effectively recommend such action. They are responsible for organizing and assigning work to accomplish the agency's mission in a way that makes optimum use of available resources and ensuring the duties of the position are current and accurate.

#### 4. Roles and Responsibilities

**Office of Human Resources (OHR):** Point of contact for classifying a position description, which includes determining the pay plan, title, series, and grade of a position.

**Supervisor/Managers:** Request position description development, review/update

**HR Specialist (Classification):** Develops position description or conducts a position classification review based on review process or if requested by Supervisor/Manager.

**HR Specialist (Employment Solutions):** Liaise between Supervisor/Manager and HR Specialist Classification.

**Security:** Provides position sensitivity designation.

#### 5. Required Documents

- Position Description or PD or major duties
- OF-8
- Organization Chart

#### 6. Procedures

	Position Description Development/Review Process	Responsibility
1.	HR ( <b>Employment Solutions ES/Classification Class</b> ) is notified by customer of classification need to establish a new PD or to update an existing PD.	HM/Supv
2.	HR Specialist ( <b>ES</b> ) notifies HR Specialist ( <b>Class</b> ) of action by sending completed coversheet and draft PD or edited existing to Classification Team via email.  There are instances when a <b>Hiring Manager HM/Supervisor Supv</b> reaches out directly to <b>Class</b> HR Specialist (the process can commence at this point as well).	ES Specialist  Class Specialist
3.	HR Specialist ( <b>Class</b> ) reviews documentation and collaborates with HM to validate duties and scope of the draft PD.	Class Specialist


4.	HR <b>Class/HM/Supv</b> edit drafts of PD until classification is complete (typically the hiring manager reviews draft twice).	<b>Class Specialist/HM/Supv</b>
5.	HR Specialist ( <b>Class</b> ) classify/update or recertify PD and completes OF-8 for and sends via email to HM/Supv for signature.	<b>Class Specialist</b>
6.	<b>HM/Supv</b> returns signed OF-8, HR Specialist (Class) signs OF-8 and final version of PD with OF-8 is ready to be submitted to <b>Security</b> for position sensitivity designation determination.	<b>HM/Supv</b>
7.	HR Specialist ( <b>Class</b> ) routes action via email to <b>Security</b> requesting position sensitivity designation.	<b>Class Specialist</b>
8.	<b>Security</b> receives, takes action (possible conversation with <b>Class</b> occurs).	<b>Class Specialist</b>
9.	<b>Security</b> completes PDT (outside of USA Staffing), identifies sensitivity designation and provides record to HR Specialist (Class) and uploads completed/signed position designation record to library.	<b>Security</b>
10.	HR Specialist <b>Class</b> receives completed position sensitivity designation record and identifies the applicable code that corresponds with risk designation and inserts on (OF-8 box 12).	<b>Class Specialist</b>
11.	HR Specialist <b>Class</b> finalizes PD by converting the PD into a PDF and merging with the completed/signed OF-8, saves file in internal drive and PD library for use (support may be provided for admin work).	<b>Class Specialist</b>
12.	<b>Class</b> notifies <b>ES</b> and <b>HM/Supv</b> of finalized PDs and provide copy.	<b>Class Specialist</b>
13.	<b>Class</b> notifies Bargaining Unit (in accordance with CBA) of new PDs which replaces current PDs for existing employees who are in BU (when necessary).	<b>Class Specialist</b>
14.	<b>Class</b> notifies <b>ES</b> of reassignment actions (when applicable). If employee is in BU <b>Class</b> notifies <b>ES</b> of reassignment actions according to BU once proper BU notification occurs and response is received.	<b>Class Specialist</b>

## 7. Revision History Log

Version #	Revision Date	Author	Changes
-----------	---------------	--------	---------

Original	11/4/21	Yolanda Dubose	Corrected numbering and included 2 sample docs
Updated	10/18/22	Yolanda Dubose	Clarified process in numbers 3 and 4



	<b>UNITED STATES GOVERNMENT</b> <i>National Labor Relations Board</i> <b>Office of Human Resources</b> <b>Standard Operating Procedure</b>	Effective Date: 1/2/18	ID# OHR/OD/102
		Review Date: 9/14/20	Original
<b>SES Performance System Certification</b>			
Type of Process	<input checked="" type="checkbox"/> Internal Procedure <input type="checkbox"/> External Procedure		
Approver Name: Kiyana Oxendine	Director Signature: On File		
Author Name: Shanae Mauney			

## 1. Purpose and Scope

The purpose of this Standard Operating Procedure (SOP) is to provide guidance for administering the Senior Executive Service (SES) Performance Appraisal System Certification process.

Effective January 7, 2019, the U.S. Office of Personnel Management (OPM) and the U.S. Office of Management and Budget (OMB) introduced the revised SES and SL/ST Performance Appraisal System Certification Process, hereafter referred to as Certification 2.0 that will reduce agency burden and minimize the time and resources spent on preparing and reviewing certification submissions. Additionally, this new approach will better support agencies in meeting their mission, enhance service and stewardship, and prepare for the Workforce of the 21st Century in support of the President's Management Agenda (PMA). OPM believes these improvements will reduce agency burden by removing procedural hurdles and will better position OPM as a strategic advisor to agencies on improving employee performance management.<sup>1</sup>

The revised SES performance appraisal system certification process provides greater opportunity for agencies to partner with OPM and share responsibility for reviewing certification criteria.

Certification of an agency's SES appraisal system allows agencies to be able to pay their executives' salaries above Executive level III, up to level II, and provide overall compensation up to the higher aggregate limit equivalent to the salary of the Vice President. Regulations (subpart D of parts 430 and 1330, title 5 of the Code of Federal Regulations) and OPM and OMB policy establish the criteria for SES appraisal system certification. Once an agency's SES or SL/ST performance appraisal system is granted full certification under Certification 2.0, that system will be renewed for an additional two calendar years if the agency submits a formal request for certification and the reporting requirements through the annual data call. Based on those reports, OPM will determine, with concurrence from the OMB, whether the appraisal system continues to meet the certification criteria in 5 CFR part 430, subpart D.

## 2. Authority

Agencies must demonstrate that their appraisal system(s) makes meaningful distinctions based on relative performance (5 U.S.C. 5307(d)(2)) and meet the following criteria in the Definitions section below: (see 5 CFR 430 subpart D)

<sup>1</sup> OPM's "Senior Executive Service (SES) and Senior-Level (SL) and Scientific and Professional (ST) Performance Appraisal System Certification Changes" memorandum

### 3. Criteria/Definitions

**Accountability:** For supervisory senior employees, performance plans must include a critical element that holds the senior employee accountable for aligning subordinate performance plans with organizational goals and the rigor with which the senior employee appraises subordinate employees.

**Alignment:** Individual performance expectations must be derived from/aligned with the agency's mission, strategic goals, program/policy objectives, and/or annual performance plan. Alignment should be clear and transparent.

**Aligned Results:** As of January 7, 2019, OPM will no longer require agencies to submit a sample of SES or SL/ST performance plans as part of a certification submission. Instead, the agency's Oversight Official will verify in the certification request letter that the agency is in compliance with the Aligned Results criterion. Agencies continue to be responsible for establishing SES and SL/ST performance plans in accordance with law, regulation, and the SES and SL/ST basic systems.<sup>2</sup>

**Consultation:** Agencies must consult an executive in the development of his or her performance requirements.

**Results:** Agencies must hold senior employees accountable for achieving results. Critical elements and performance requirements identified as "results" elements must be demonstrable, measurable, and observable, focusing on organizational outputs and/or outcomes, milestones, and other deliverables.

**Balance:** Individual performance expectations must include measures of customer/stakeholder and employee perspectives and feedback, and leadership competencies or behaviors that contribute to and are necessary to distinguish outstanding performance.

**Organizational Assessment and Guidelines:** Agencies are required to conduct assessments of organizational performance and share the results, as well as guidelines for using those results when appraising senior employee performance, with senior employees, rating and reviewing officials, and Performance Review Board (PRB) and central review panel members so that appraisal of SES and SL/ST performance is based on both individual and organizational performance. <sup>3</sup>OPM developed a required template agencies must use in crafting communication of Organizational Assessment and Guidelines. Agencies will only be required to submit Organizational Assessment and Guidelines documentation-

- 1) upon an agency's initial request for system certification under Certification 2.0; or
- 2) if the system's most recent certification under Certification 2.0 was provisional.

**Oversight:** Provide for oversight by the designated individual (Oversight Official) who certifies that 1) the appraisal system makes meaningful distinctions based on relative performance; 2) the results of the appraisal process take into account the agency's organizational performance assessment; and 3) pay levels and adjustments and performance awards based on the results of the appraisal process accurately reflect individual performance and/or contribution to agency

---

<sup>2</sup> OPM's "Senior Executive Service (SES) and Senior-Level (SL) and Scientific and Professional (ST) Performance Appraisal System Certification Changes" memorandum

<sup>3</sup> OPM's Organizational Assessment and Guidelines Template

performance, in addition to certifying 4) aligned results, 5) communication of system application results, 6) consultation, 7) accountability, 8) balance (balanced measures), and 9) training

**Performance Distinctions when Modal Rating is Level 5 (or bimodal levels 5 and 4):** The application of the appraisal system must result in meaningful distinctions based on relative performance; agencies must be able to justify senior employees' ratings using organizational performance results. The Ratings Distribution Justification template, currently used by agencies to justify ratings using organizational performance results, will be streamlined by OPM. Agencies will only be required to submit the template if there is a modal rating of Level 5 (or bimodal rating of levels 5 and 4) and-

- 1) it is the initial request for system certification under Certification 2.0; or
- 2) the system's most recent certification under Certification 2.0 was provisional.

**Pay Differentiation through "Annual Performance-Based Compensation":**

Senior employees who have demonstrated the highest levels of individual performance and/or contribution to the agency's performance must receive the highest annual summary ratings and the largest corresponding performance-based pay adjustments and performance awards. OPM previously required pay differentiation to be shown in performance-based pay adjustments and performance awards separately; however, under Certification 2.0, the annual performance-based compensation approach will allow agencies to show differentiation using the combination of performance-based pay adjustments and performance awards.

**Training and Communication of System Application Results:** Documentation of training provided to senior employees on the policies and operation of their performance management and pay systems as well as communication of the results of the previous appraisal period (i.e., overall ratings distribution, average pay adjustments, and average performance awards for each rating level).

## 4. Roles and Responsibilities

**Office of Human Resources** – serves as administrator for getting started with login, password requirements, proxy users, basic system navigation, agency configuration, users and permissions, and organizational performance planning.

## 5. Required Resources

- User Password or PIV Smartcard
- [OMB Max Portal](#)
- [OPM - Guide to the Senior Executive Service](#)
- [OPM's "Senior Executive Service \(SES\) and Senior-Level \(SL\) and Scientific and Professional \(ST\) Performance Appraisal System Certification Changes" memorandum](#)

- OPM's Organizational Assessment and Guidelines Template

## 6. Procedures

### Submitting Certification Package via Email

If requested by OPM to submit certification packages via email, the agency's submission should be sent to [annualdatacall@opm.gov](mailto:annualdatacall@opm.gov) by the request date. Please keep the following in mind:

- Report accurate ratings, pay, and awards data that reflect award and pay actions that have been effected (i.e., are not prospective).
- Take steps to ensure the data reports submitted are accurate and free of errors, compliant with the associated instructions, and reflective of the results of the appraisal system.
- The agency's Oversight Official responsible for overseeing the results of the applicable system must review the data for accuracy and completeness prior to submitting to OPM.
- Use the Explanatory Comments column (last column in both the SES and SL/ST templates) to explain any unique circumstances and anomalies affecting the senior employee's rating, pay, or awards data.
- Protect personally identifiable information by following proper data security procedures and sending access passwords via separate e-mail.
- Provide OPM with separate submissions for each system when reporting for more than one appraisal system (e.g., different rating cycles, appraisal rating patterns, employee coverage, etc.).

### Submitting Certification Package via OMB Max Portal

If requested by OPM to submit certification packages via OMB Max Portal, the agency's submission should be uploaded as followed:

1. Log in to the SES and SL/ST Portal at <https://community.max.gov/x/q4hJO>.
2. Under the section titled "Submit Performance Appraisal System Documents:"
  - Select your agency from the expandable list of alphabetized agencies
    - Each agency POC has permission to view/edit their own agency certification page
    - Note: Managing permissions for your page is explained later in these instructions
3. On the agency's page:
  - Click the "Add Attachment(s)" button

Note: You can add documents for both SES and SL/ST certification in the respective agency's file. OIG certification packages are submitted separately to the agency's folder that contains "OIG" in the title.





TEST

## U.S. Office of Personnel Management (Certification)

Created by Eric Schmidt(OPM) on Sep 16, 2015 at 11:15 AM ▼

Edit

Add ▼

Favorites ▼

Share

PAGE  
TREE

► Child Pages (0)

Add Child Page

▼ Attachments (0)

Add Attachment(s)

Sort

Show Details

There are no attachments

#### 4. A window appears with Upload Options

- You can upload attachments individually in the “Upload Attachment(s)” tab, or;
- OR; You can click “Bulk Upload” and drag & drop all of your attachments at once
- Click the “Upload Button”

Bulk Upload is a more  
efficient way to upload many



**Upload Attachment(s)** Create New Attachment Bulk Upload

[Add additional attachment](#) [\(Show all 10\)](#)

Warning! You cannot attach files with names containing '&', '+', '?', '=' or '|'.

5. Once you have uploaded the documents, a notification will be sent to your OPM Point of Contact.

### Managing Permissions for the Agency's Page

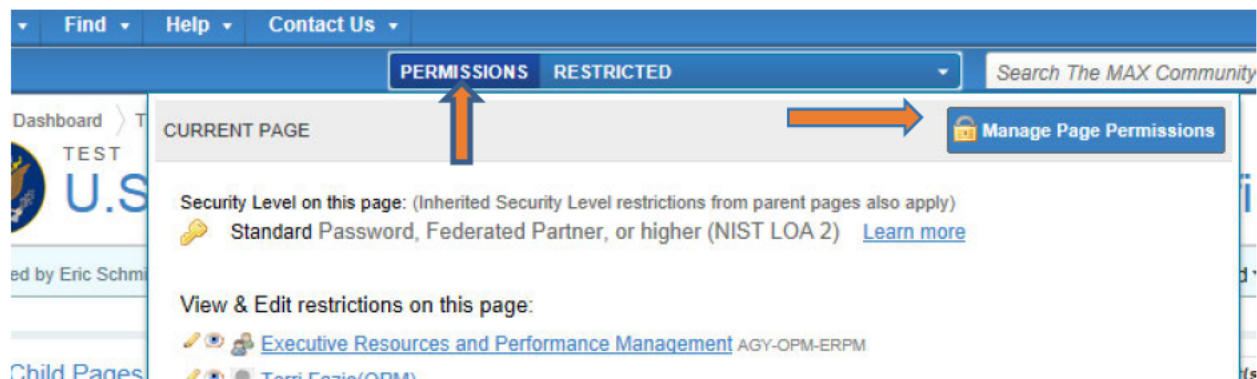
Typically, each agency will have only one person designated with permission to **view** and **edit** the page. If at any time there is a need to transfer the responsibility of uploading certification documents, the person with **view** and **edit** permission has the ability to transfer, or extend to additional staff, the **view** and **edit** permission for their agency.

Note: It is the agency's responsibility to manage permissions for its own certification page.

**To extend permissions to another staff member within the agency:**

1. On the Agency's Certification Page

- Hover your mouse over the “Permissions” button at the top of the page
- Click “Manage Page Permissions”



2. From here, you can manage who has the ability to view your agency's page and edit the page.

- Click the radio button for either view or edit (if you want to grant permission to view and edit, you will need to repeat the 2 steps below with the other radio button selected).
- Begin typing the individual's name in the box that reads “Enter User or Group.”
- Names will appear in a drop-down menu and you should click on the appropriate user from the options. This will add them.
- CLICK SAVE

**IMPORTANT:** Permissions for **AGY-OPM-ERPM** should never be removed from either **view** or **edit**. Doing so will prevent OPM from being able to review your certification materials.

Additional instructions on restricting your page are located on the OMB MAX website at [https://community.max.gov/pages/viewpage.action?pageId=508756572%23HowtoRestrictYourPage\(Help\)-WhatareRestrictions](https://community.max.gov/pages/viewpage.action?pageId=508756572%23HowtoRestrictYourPage(Help)-WhatareRestrictions)

## Posting SES Ratings Distribution Justification

For SES appraisal system certification, agencies must provide justification of their ratings distribution when the modal rating is either level 4 or level 5. There are templates for providing ratings distribution justifications located in the Resources area of the SES and SL/ST Portal. Agencies may submit their justification templates when they respond to the annual data call in March of each year or at the time they submit a certification request.

In addition to uploading the ratings distribution justification to your agency's certification page (required), OPM strongly encourages agencies to also post their ratings distribution justification to the “**Submit Ratings Distribution Justification**” area. Ratings distribution justifications posted in this area can be viewed by other agencies. This promotes transparency and allows agencies to share their justification with other agencies seeking certification.

**To post your ratings distribution justification in the “Submit Ratings Distribution Justification” area:**

1. Select your agency from the alphabetical list in the “Submit Ratings Distribution Justification” area.

Submit Ratings Distribution Justification
<ul style="list-style-type: none"><li>▶ Agencies A-F</li><li>▶ Agencies G-L</li><li>▶ Agencies M-R</li><li>▶ Agencies S-Z</li></ul>

2. Once on your agency’s “**Ratings Distribution Justification**” page

- Select “**Add Attachments**”
- Upload your ratings distribution justification

Note: All agencies may view any agency’s ratings distribution justification. There is no need to edit permissions in this area of the Portal.

## 7. Revision History Log

Version #	Revision Date	Author	Changes
Original			